

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-P099	POSITION: SUPERVISORY PLANNING ADVISOR MS-301-13
OPENING DATE: 9/15/08	CLOSING DATE: OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 9/22/08	SALARY RANGE: \$76,996 - \$107,794 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
NO. OF VACANCIES: 1 (ONE)	

AGENCY: Child and Family Services Agency (CFSA), Planning, Policy & Program Support (ODPPPS)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for assessing and analyzing planning and management issues related to state-of-the-art child welfare planning initiatives. Provides expert advice to the Deputy Director and Program Manager for Planning & Data in the Office of Planning, Policy and Program Support. Monitors the assessment of key planning and management issues to achieve maximum efficiency and economy of operations utilizing organization and functional analysis, workload and manpower studies, work planning and forecasting, workflow and procedural analysis, documentation of program processes, identification of management information requirements and other similar quantitative analysis functions. Provides expert interpretation of program needs and requirements to the Child Information Management System Administration (CISA) and interprets CISA needs and requirements for use by the agency. Meets with District agencies and planning units to produce state-of-the-art child welfare planning initiatives statewide. Identifies, initiates and supervises various data-related projects that will improve the reliability and validity of agency data. Provides expert internal consulting services within the agency to improve workflow, customer service and to create efficiencies. Contributes specialized expertise in research design and evaluation to various agency and partnering agencies' grant proposals and demonstration and research projects. Prepares research and evaluation on child welfare and other relevant topics. Facilitates and coordinates resource and capacity planning for policy and program related initiatives. Responsible for planning and assigning work to the technical support staff; interviews staff and makes recommendations for hiring, arranges training opportunities; assigns and reviews work and special projects, evaluates the performance of subordinates and conducts staff meetings to clarify issues and obtain status reports on planning projects. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge and skill in current management concepts and practices, to effectively supervise multi-disciplinary staff in coordination with the goals and objectives of the Agency;
2. Knowledge of public policy issues related to child welfare;
3. Knowledge of pertinent research and analytical methodology;
4. Ability to exercise judgment in all phases of analysis and to effectively express ideas orally and in writing; and
5. Knowledge of federal, state and local child welfare regulatory agencies and statutes.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.